

MEMORANDUM FOR: 423 FSS/FSR PRIVATE ORGANIZATION OFFICE

FROM: (name of unit or organization)

SUBJECT: Request for an Unofficial Activity

- The (name of unit or organization) requests to become an unofficial activity for the purpose of (fundraising, information, etc.).
- Funds raised will be used to (list uses for funds).
- The points of contact for the organization are (name of primary and alternate POC).
- The expiration date of this letter is (one year out – letters will be renewed annually).
- The points of contact can be reached at (phone # AND email address).

1st Ind, 423 FSS/CC

MEMORANDUM FOR           (name of organization)          

I approve/disapprove this request.

MONIQUE C. GRAHAM, Lt Col, USAF  
Commander, 423<sup>rd</sup> Force Support Squadron